

## **IN-PERSON PRESENTATION ORGANIZATION PROCEDURE**

<b>1. PURPOSE .....</b>	<b>2</b>
<b>2. SCOPE.....</b>	<b>2</b>
<b>3. DEFINITIONS .....</b>	<b>2</b>
<b>4. PROCESS .....</b>	<b>3</b>
<b>5. APPROVALS.....</b>	<b>5</b>
<b>6. RECORDS.....</b>	<b>5</b>
<b>7. REFERENCES .....</b>	<b>5</b>

### **DOCUMENT HISTORY**

<b>Version</b>	<b>Description of Changes</b>	<b>Approved by</b>	<b>Date</b>

## **1. PURPOSE**

This Procedure has been developed to support British University Vietnam's Registry Department in general and Exams Office in particular, to manage the process of In-person Presentation Organization.

## **2. SCOPE**

This process is applied for all In-person Presentations for Staffordshire University programmes & BUV Own Degree programmes.

## **3. DEFINITIONS**

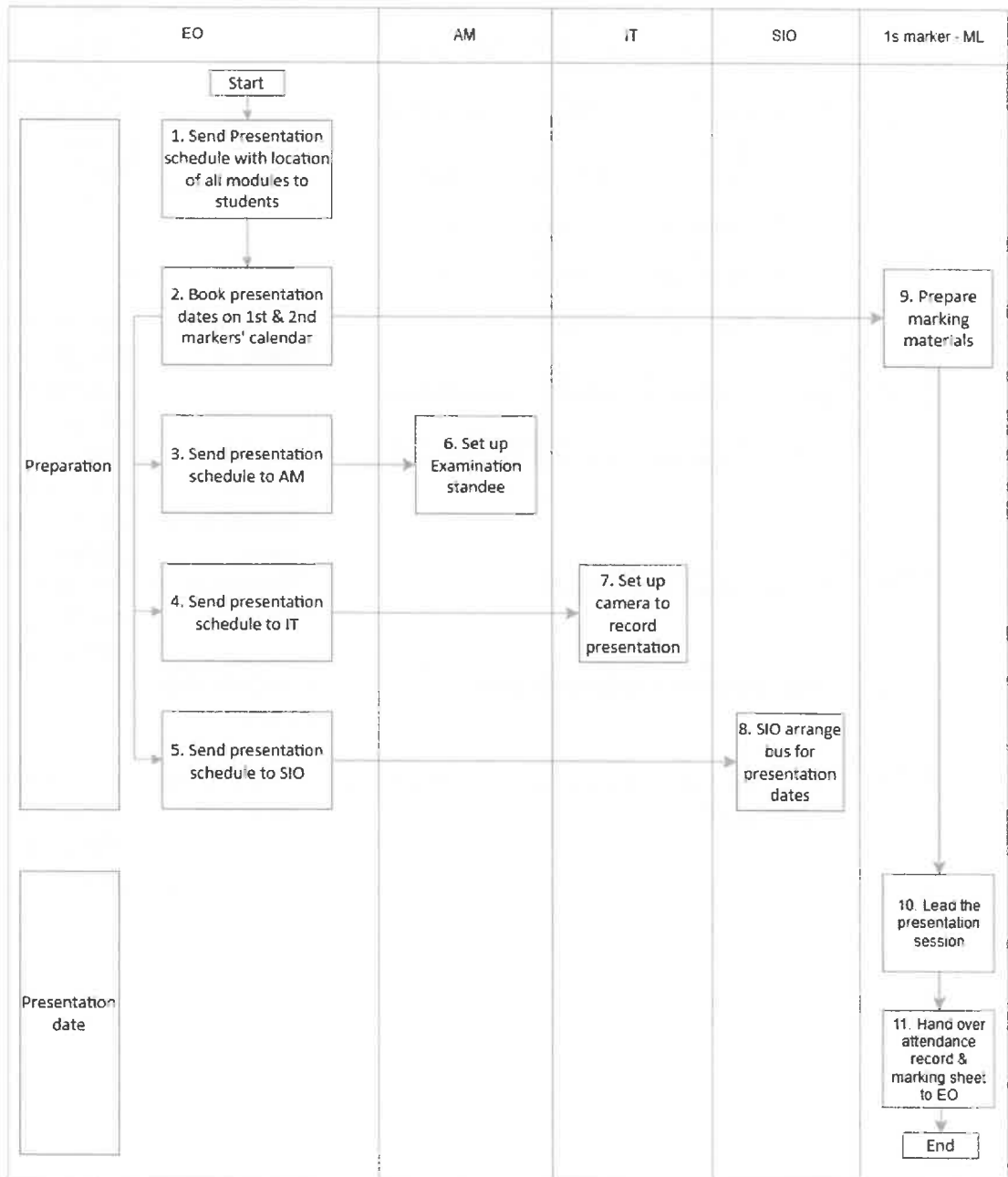
### a. Abbreviations

Definitions of abbreviations used throughout the policy and related references are as follows:

Abbreviations	Definitions
BUV	British University Vietnam
SU	Staffordshire University
EO	Examinations Office
ML	Module Leader
AM	Asset Management
SIO	Student Information Office

**4. PROCEDURES**

a. Flowchart



b. Roles & Responsibilities

<b>Step</b>	<b>Process Activities</b>	<b>Turnaround time</b>	<b>Output</b>	<b>PIC</b>
1	Send Presentation schedule with detail of location, time slot of all modules to students	1 week before presentation	Email with schedule to students	EO
2	Book presentation dates on 1st & 2nd markers' calendar		Outlook calendar	EO
3	Send presentation schedule to AM		Email to AM, IT, SIO	EO
4	Send presentation schedule to IT			EO
5	Send presentation schedule to SIO			EO
6	Set up Examination standee	Presentation Date	Standee in room	AM
7	Set up camera to record presentation		Camera in room	IT
8	SIO arrange bus for presentation dates	1 week before presentation date	Bus schedule for presentation dates	SIO
9	Prepare marking materials	Presentation Date	Printed marking materials	1 <sup>st</sup> marker
10	Lead the presentation session	Presentation Date		1 <sup>st</sup> marker
11	Hand over attendance record & marking sheet to EO	Presentation Date	Attendance Record & Marking Sheet	1 <sup>st</sup> marker

**5. APPROVALS**

- a. Policy development or review will be endorsed by Head of Academic and Student Operations and approved by CAO prior to implementation and execution.
- b. Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.
- c. This document is approved and effective from the date of signing:

Prepared by	Checked by	Confirmed by	Agreed by	Approved by
 18/8/2022 <b>Tran Duc Trung</b> Academic Compliance Manager	 18 Aug 22 <b>Hoang Thi Vien</b> Exams Office Manager	 18 Aug 22 <b>An Nhat Linh</b> Registry Services Associate Manager	 19/8/22 <b>Tony Summers</b> Deputy Chief Academic Officer	 23/8/22 <b>Christopher Jeffery</b> Chief Academic Officer

**6. RECORDS**

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Presentation Recordings	Soft Copy	EO	5 years
Marking Sheet	Hard Copy	EO	5 years

**7. REFERENCES**

<u>Document Ref</u>	<u>Document Title</u>
09/2022/EO/BUV-REGISTRY	In-Person Presentation Organization

--End of Document--